Victorian WorkCover Authority

Notification of Asbestos Removal – Online System

User Guide for Licensed Asbestos Removalists

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1 Overview

To make it easier for licensed asbestos removalists to meet their regulatory obligations, the Victorian WorkCover Authority (VWA) has made improvements to the Notification of Asbestos Removal online form. The updated online asbestos notification system is available for use from 5th November 2014 via the VWA website: **vwa.vic.gov.au/notifyasbestosremoval**

The benefits of using the updated online system include:

- Less information to complete, as company details are populated each time a new notification is created
- Easy-access to company notifications history, including the ability to change and withdraw submitted notifications
- Option to save notifications as a PDF to email to clients, or print it a professional one-page document
- Improved system response times, as notifications are instantly submitted and received by the VWA

All users will need to submit an application to obtain a secure login to access and use the new online Notification of Asbestos Removal system.

For your convenience, a copy of the "Login Request" form has been provided at the end of this document. A writable version of this form is also available for download on the VWA website (e.g. for printing in hardcopy or to electronically complete and return the document to the VWA via email – email addresses are provided on the VWA Contacts page).

Please note:

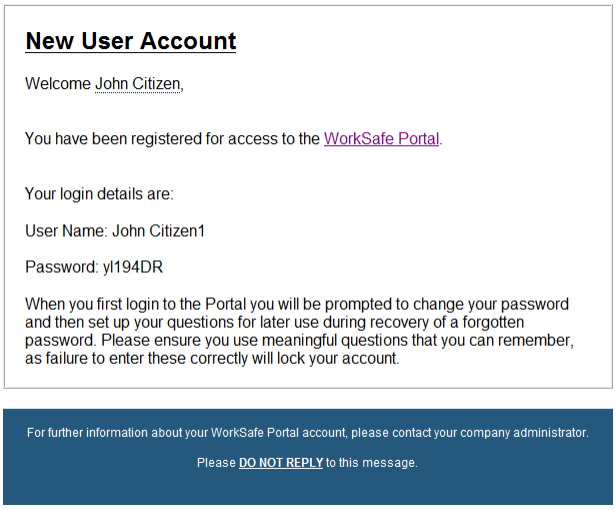
- The screen shots displayed throughout this document are shown for examples purposes only and may slightly differ in appearance to the final online version.
- Comments boxes have been provided to assist you with using the online system
- Any information displayed in the form fields are for sample purposes only
- All mandatory form fields have been marked with an *
- Only companies with valid asbestos removal licenses will be able to fully access all of the online system features.

Any questions relating to the online notification system can be directed to the Administration staff at your local VWA office. Contact numbers have also been provided for your reference towards the end of this document.

In the event you are unable, at any time, to access the online notification system, hardcopy "Notification of Asbestos Removal" forms will still be accepted. A copy of this form is also available for downloading from the VWA website.

2 User Account Confirmation

Upon receipt of your Login Request application form, the VWA will establish a user account for each nominated individual. Below is a sample of the email that will be sent to the each user confirming the creation of their account. This email will include username and password details as the below example shows.



New User Account

Welcome John Citizen,

You have been registered for access to the WorkSafe Portal.

Your login details are:

User Name: John Citizen1

Password: yl194DR

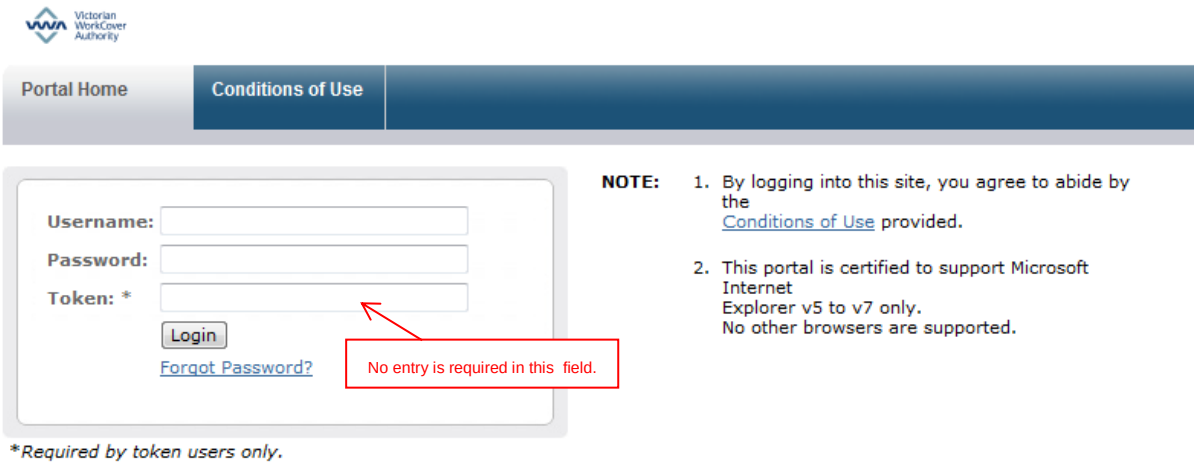
When you first login to the Portal you will be prompted to change your password and then set up your questions for later use during recovery of a forgotten password. Please ensure you use meaningful questions that you can remember, as failure to enter these correctly will lock your account.

For further information about your WorkSafe Portal account, please contact your company administrator.

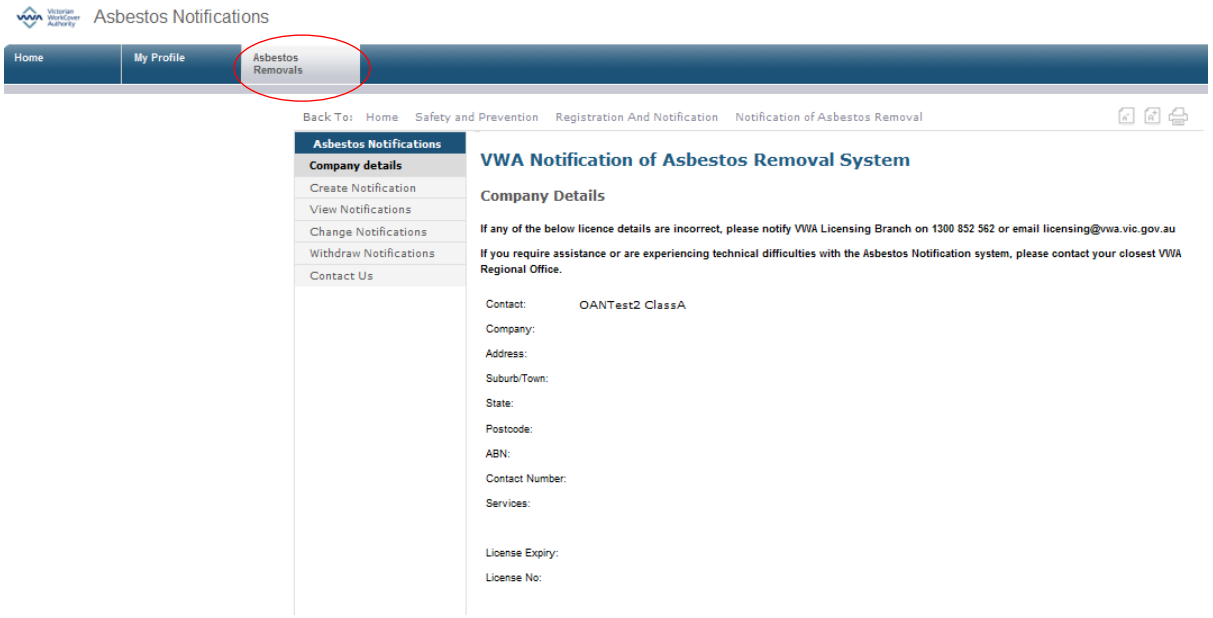
Please DO NOT REPLY to this message.

3 Login Screen

Upon entering the VWA website (vwa.vic.gov.au/notifyasbestosremoval) you will be prompted to login to the online notification system using your allocated username and password (emailed to you after your login request has been processed by the VWA – as per the above example). The login screen will look like something similar to the below.


Victorian WorkCover Authority
Portal Home
Conditions of Use
Username:
Password:
Token: *
Login
Forgot Password?
No entry is required in this field.
NOTE:
1. By logging into this site, you agree to abide by the Conditions of Use provided.
2. This portal is certified to support Microsoft Internet Explorer v5 to v7 only. No other browsers are supported.
*Required by token users only.

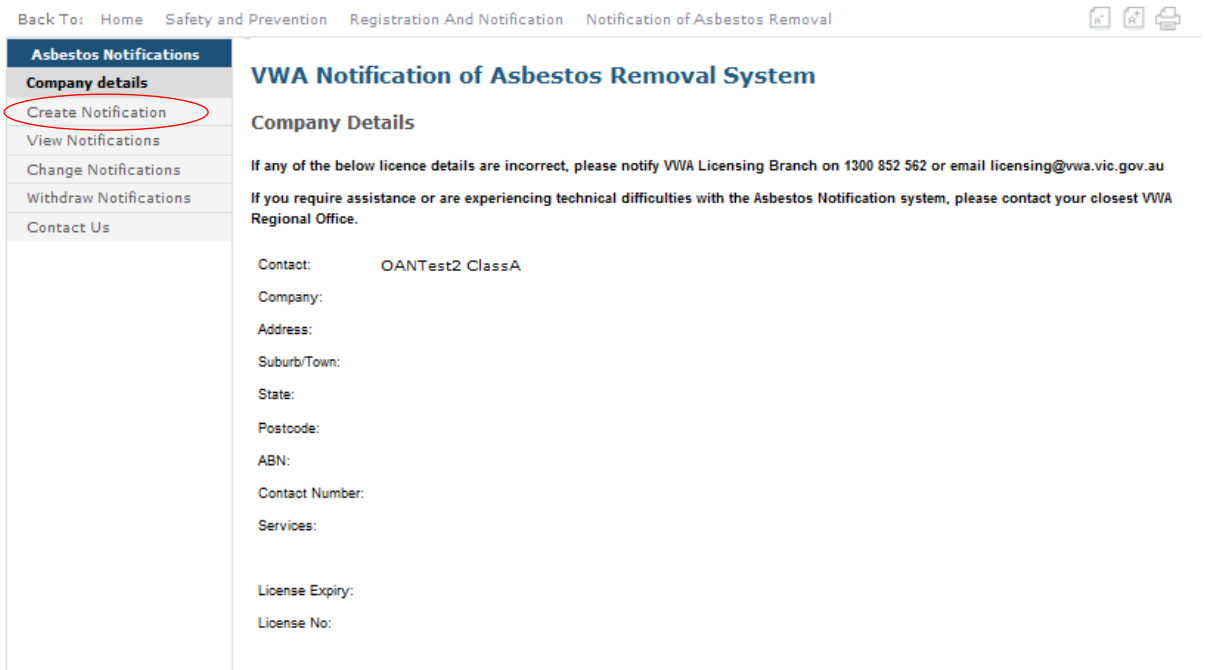
Upon successful login, and selection of the Asbestos Removal tab, the below screen will be displayed. This page summarises your company and licence details.



If any of the displayed information needs to be updated or amended, please contact the VWA's Licensing Branch on Ph: 1300 852 562.

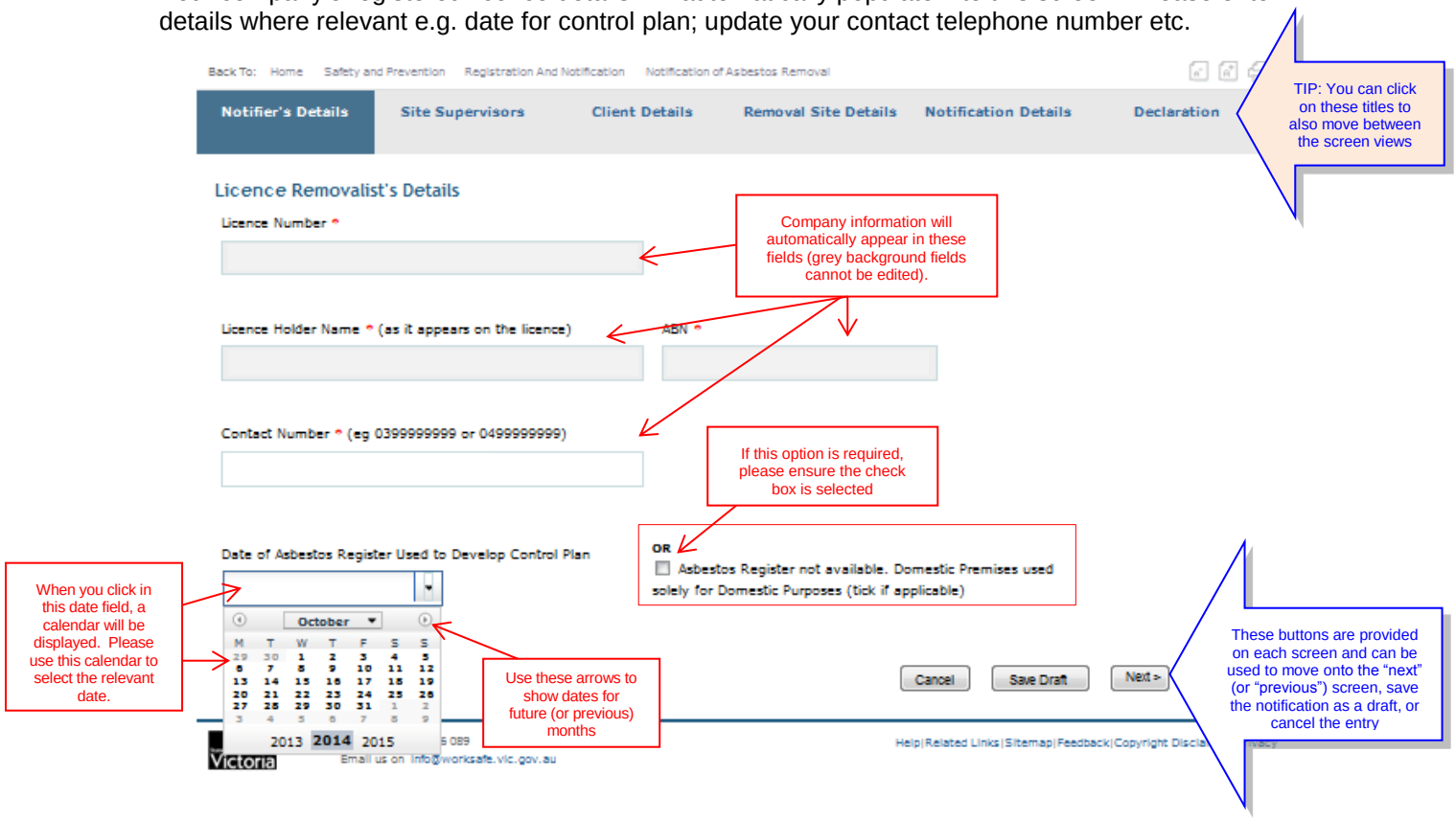
4 Creating a New Notification

To create a new asbestos removal notification, you will need to select the "Create Notification" heading from the menu shown on the left hand side of the screen. Note: This menu will be your main navigation tool to create, view, change and withdraw asbestos removal notifications.


Back To: Home Safety and Prevention Registration And Notification Notification of Asbestos Removal
Asbestos Notifications
Company details
Create Notification
View Notifications
Change Notifications
Withdraw Notifications
Contact Us
VWA Notification of Asbestos Removal System
Company Details
If any of the below licence details are incorrect, please notify VWA Licensing Branch on 1300 852 562 or email licensing@vwa.vic.gov.au
If you require assistance or are experiencing technical difficulties with the Asbestos Notification system, please contact your closest VWA Regional Office.
Contact: OANTest2 ClassA
Company:
Address:
Suburb/Town:
State:
Postcode:
ABN:
Contact Number:
Services:
License Expiry:
License No:

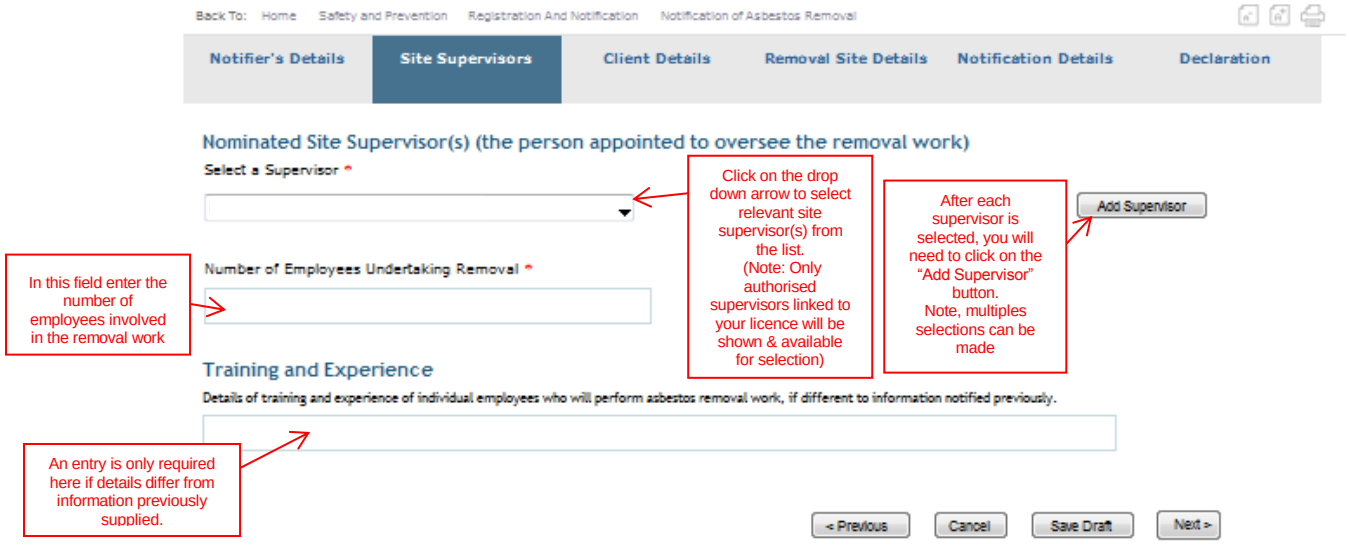
4.1 Notifier's Details Screen

Your company's registered licence details will automatically populate into this screen. Please enter details where relevant e.g. date for control plan; update your contact telephone number etc.


Back To: Home Safety and Prevention Registration And Notification Notification of Asbestos Removal
Notifier's Details
Site Supervisors
Client Details
Removal Site Details
Notification Details
Declaration
TIP: You can click on these titles to also move between the screen views
Licence Removalist's Details
Licence Number *
Company information will automatically appear in these fields (grey background fields cannot be edited).
Licence Holder Name * (as it appears on the licence)
ABN *
Contact Number * (eg 0399999999 or 0499999999)
If this option is required, please ensure the check box is selected
Date of Asbestos Register Used to Develop Control Plan
OR
Asbestos Register not available. Domestic Premises used solely for Domestic Purposes (tick if applicable)
When you click in this date field, a calendar will be displayed. Please use this calendar to select the relevant date.
October
2013 2014 2015
Use these arrows to show dates for future (or previous) months
Cancel
Save Draft
Next >
These buttons are provided on each screen and can be used to move onto the "next" (or "previous") screen, save the notification as a draft, or cancel the entry
Victoria
Email us on Info@worksafe.vic.gov.au
Help|Related Links|Sitemap|Feedback|Copyright

4.2 Site Supervisors Screen

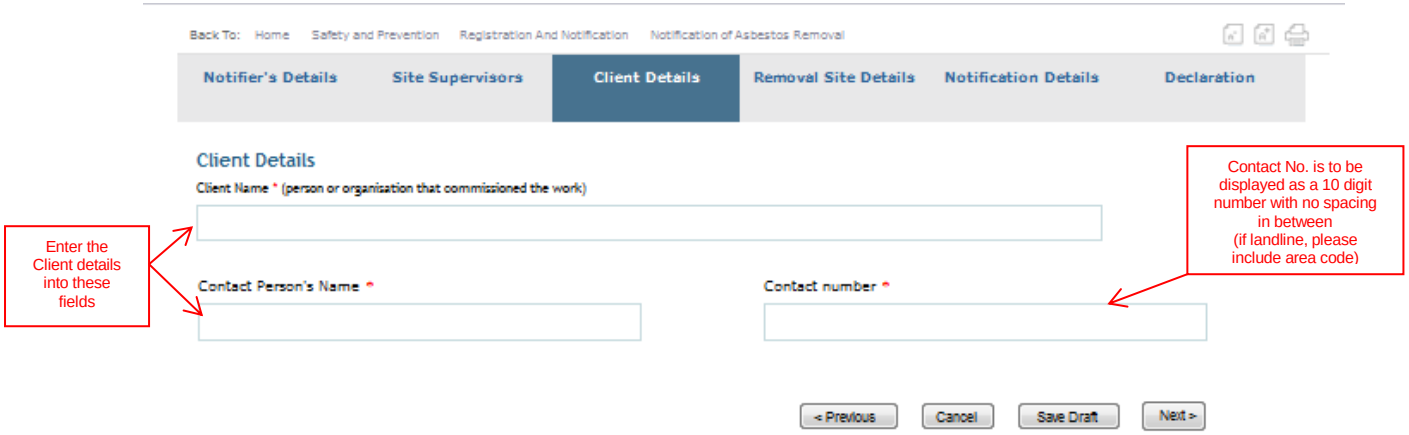
Site Supervisors and employee information relevant to the removal work is to be entered on this page. All registered site supervisors linked to your licence will be available for selection using the drop down box as shown.


Back To: Home Safety and Prevention Registration And Notification Notification of Asbestos Removal
Notifier's Details
Site Supervisors
Client Details
Removal Site Details
Notification Details
Declaration
Nominated Site Supervisor(s) (the person appointed to oversee the removal work)
Select a Supervisor *
Click on the drop down arrow to select relevant site supervisor(s) from the list. (Note: Only authorised supervisors linked to your licence will be shown & available for selection)
After each supervisor is selected, you will need to click on the "Add Supervisor" button. Note, multiples selections can be made
Add Supervisor
In this field enter the number of employees involved in the removal work
Number of Employees Undertaking Removal *
Training and Experience
Details of training and experience of individual employees who will perform asbestos removal work, if different to information notified previously.
An entry is only required here if details differ from information previously supplied.
< Previous
Cancel
Save Draft
Next >

If you wish to have additional supervisors added to your licence, please contact the VWA's Licensing Branch on Ph: 1300 852 562

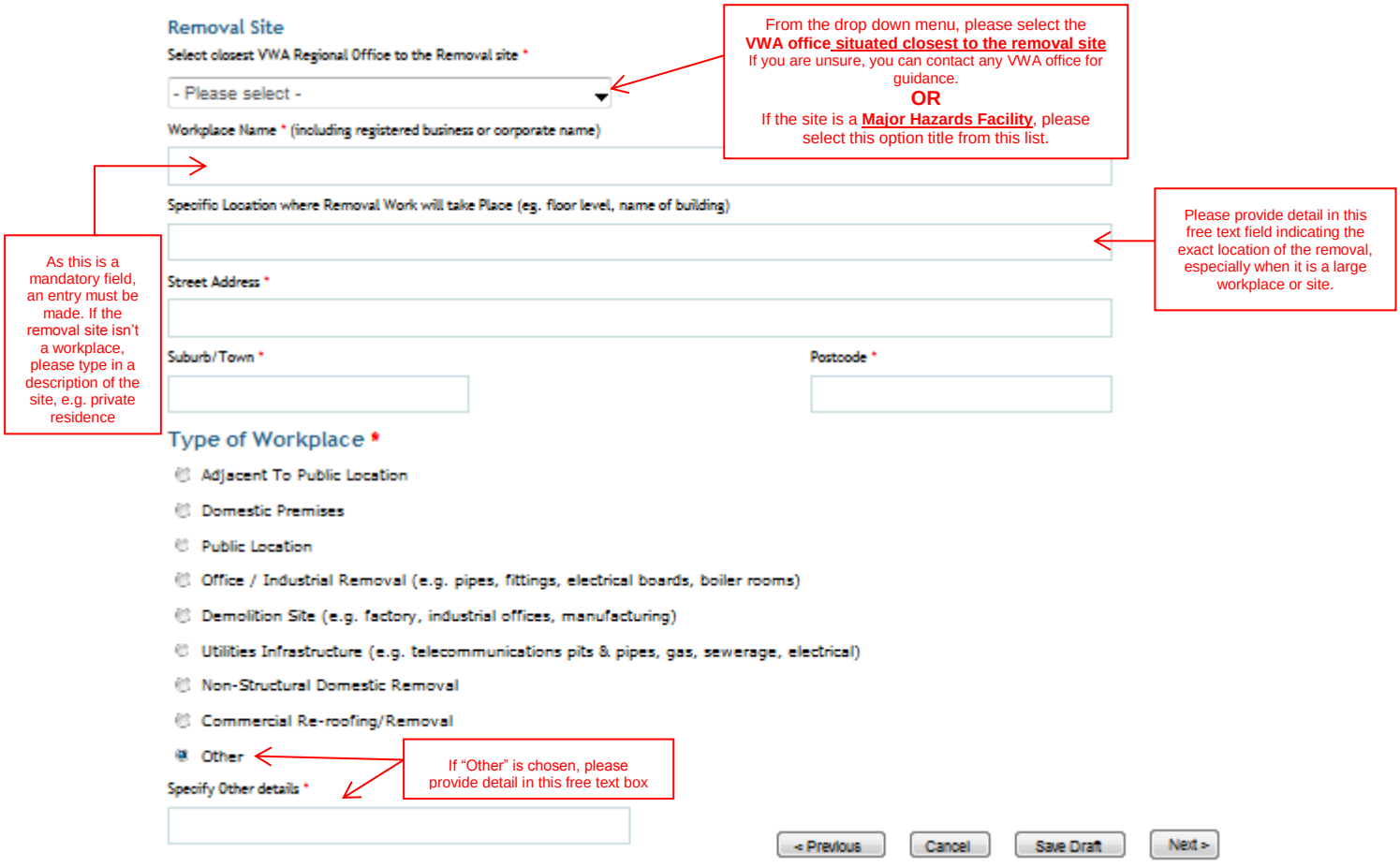
4.3 Client Details Screen

Client details, including a contact name and telephone number, are to be entered into this page (all are mandatory free text fields).


Back To: Home Safety and Prevention Registration And Notification Notification of Asbestos Removal
Notifier's Details
Site Supervisors
Client Details
Removal Site Details
Notification Details
Declaration
Client Details
Client Name * (person or organisation that commissioned the work)
Contact Person's Name *
Contact number *
< Previous
Cancel
Save Draft
Next >
Enter the Client details into these fields
Contact No. is to be displayed as a 10 digit number with no spacing in between (if landline, please include area code)

4.4 Removal Site Details Screen

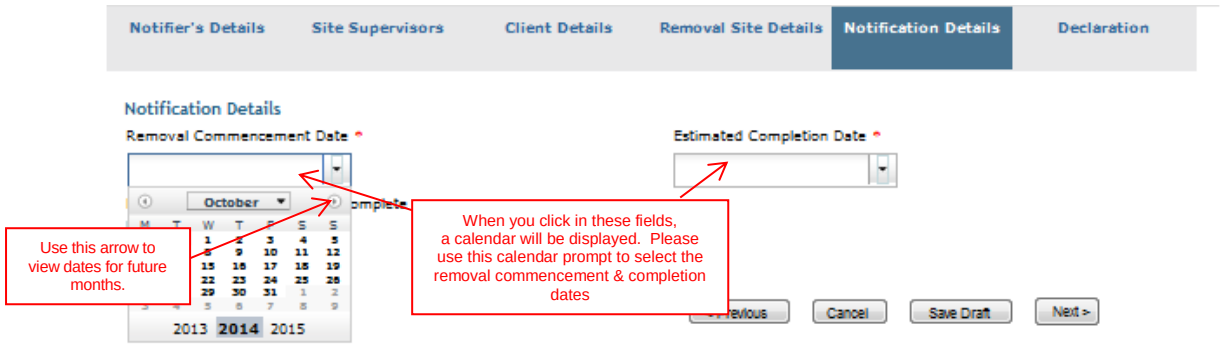
On this page, please provide as much detail as possible relating to the removal site, ensuring all mandatory fields are completed as required. Please refer to comments boxes for further guidance.


Removal Site
Select closest VWA Regional Office to the Removal site *
- Please select -
From the drop down menu, please select the VWA office situated closest to the removal site If you are unsure, you can contact any VWA office for guidance.
OR
If the site is a Major Hazards Facility, please select this option title from this list.
Workplace Name * (including registered business or corporate name)
Specific Location where Removal Work will take Place (eg. floor level, name of building)
Please provide detail in this free text field indicating the exact location of the removal, especially when it is a large workplace or site.
Street Address *
Suburb/Town *
Postcode *
As this is a mandatory field, an entry must be made. If the removal site isn't a workplace, please type in a description of the site, e.g. private residence
Type of Workplace *
Adjacent To Public Location
Domestic Premises
Public Location
Office / Industrial Removal (e.g. pipes, fittings, electrical boards, boiler rooms)
Demolition Site (e.g. factory, industrial offices, manufacturing)
Utilities Infrastructure (e.g. telecommunications pits & pipes, gas, sewerage, electrical)
Non-Structural Domestic Removal
Commercial Re-roofing/Removal
Other
Specify Other details *
If "Other" is chosen, please provide detail in this free text box
< Previous
Cancel
Save Draft
Next >

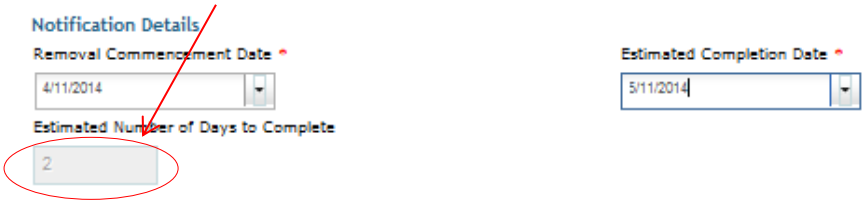
4.5 Notification Details Screen

Critical information about the asbestos removal is required to be entered on this page.

You will first need to enter the removal commencement and completion dates using the calendar prompts as shown in the below example.

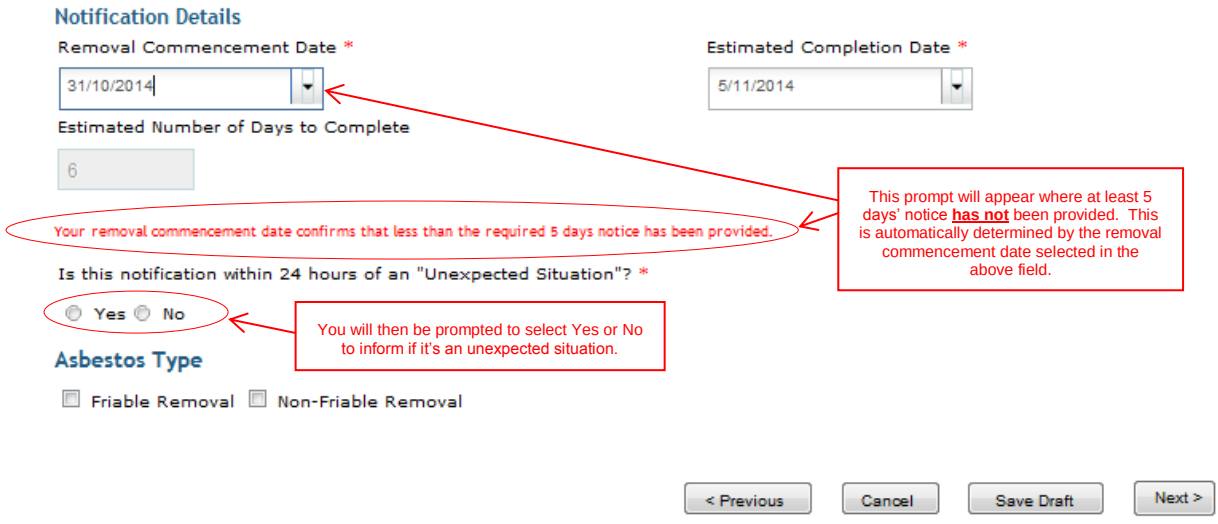

Notifier's Details
Site Supervisors
Client Details
Removal Site Details
Notification Details
Declaration
Notification Details
Removal Commencement Date *
Estimated Completion Date *
October
2013 2014 2015
Use this arrow to view dates for future months.
When you click in these fields, a calendar will be displayed. Please use this calendar prompt to select the removal commencement & completion dates
Cancel
Save Draft
Next >

Once both dates have been selected, the estimated number of days to complete the removal work is automatically calculated and shown in the field below.

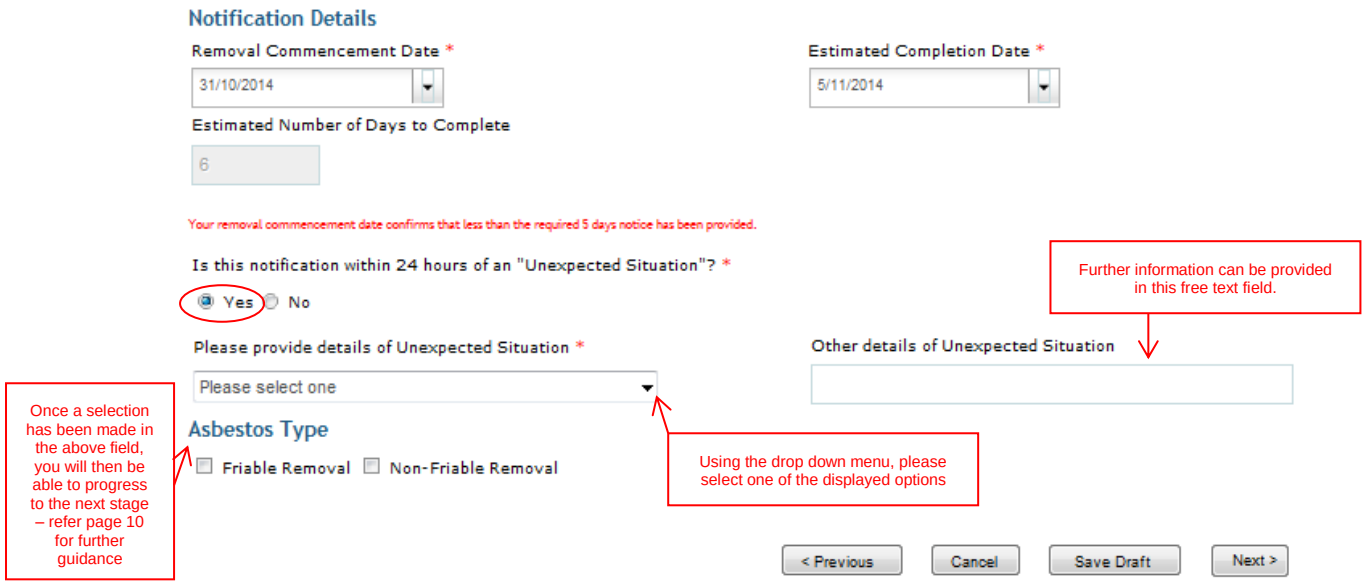


Depending on the dates chosen in the above section, you will be prompted to select one of the options as displayed in the following examples.

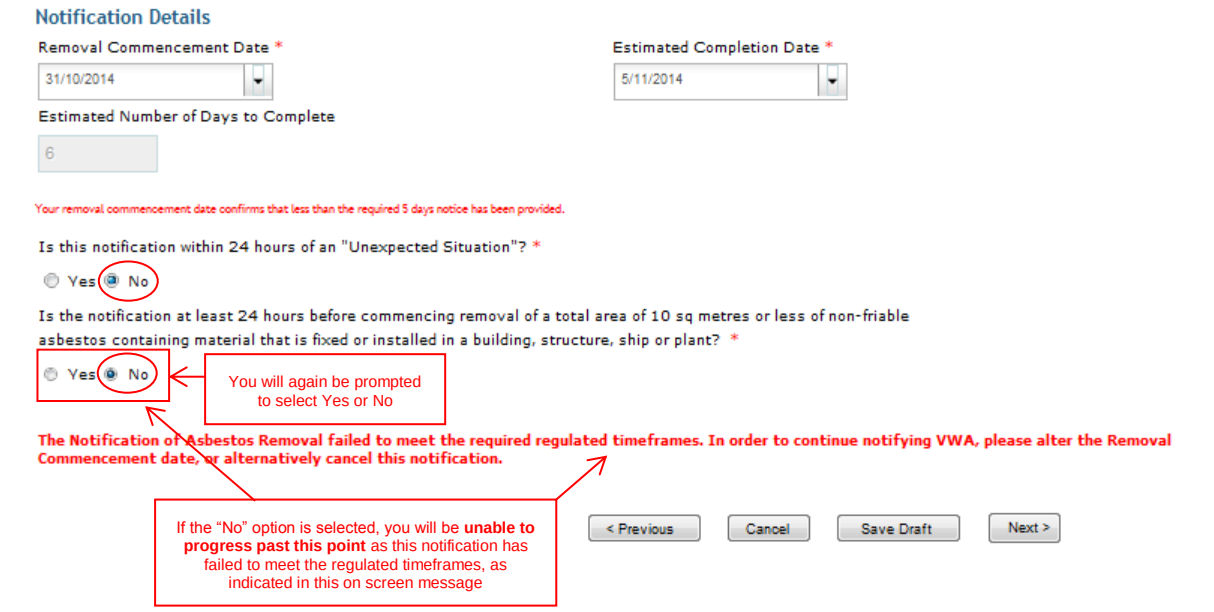
The next 4 screen shots demonstrate where at least **5 days' notice <u>has not</u>** been provided and screen results vary dependent upon selections made.

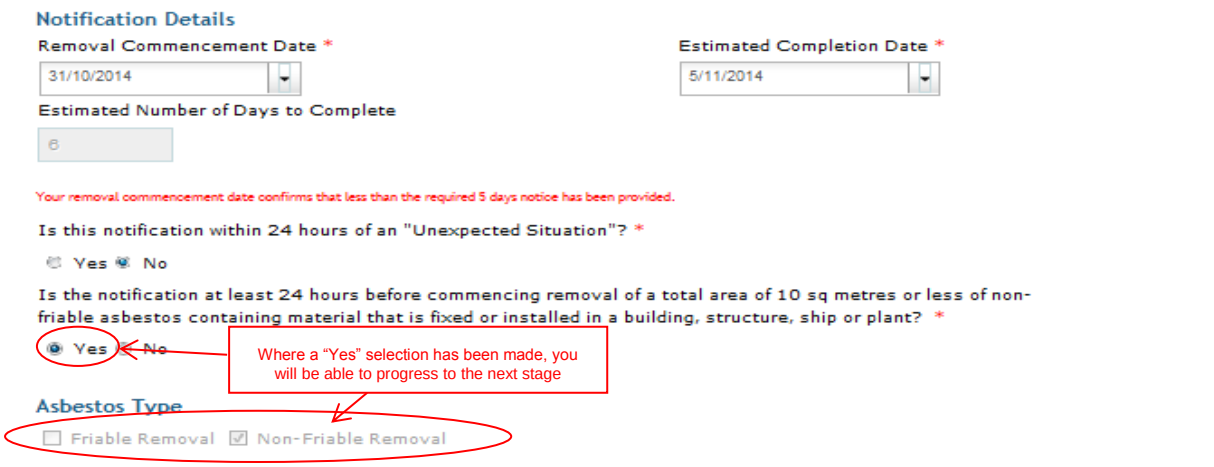

Notification Details
Removal Commencement Date *
31/10/2014
Estimated Completion Date *
5/11/2014
Estimated Number of Days to Complete
6
Your removal commencement date confirms that less than the required 5 days notice has been provided.
This prompt will appear where at least 5 days' notice has not been provided. This is automatically determined by the removal commencement date selected in the above field.
Is this notification within 24 hours of an "Unexpected Situation"? *
Yes
No
You will then be prompted to select Yes or No to inform if it's an unexpected situation.
Asbestos Type
Friable Removal
Non-Friable Removal
< Previous
Cancel
Save Draft
Next >

If “Yes” is chosen, indicating it is an “unexpected situation”, the below will be displayed

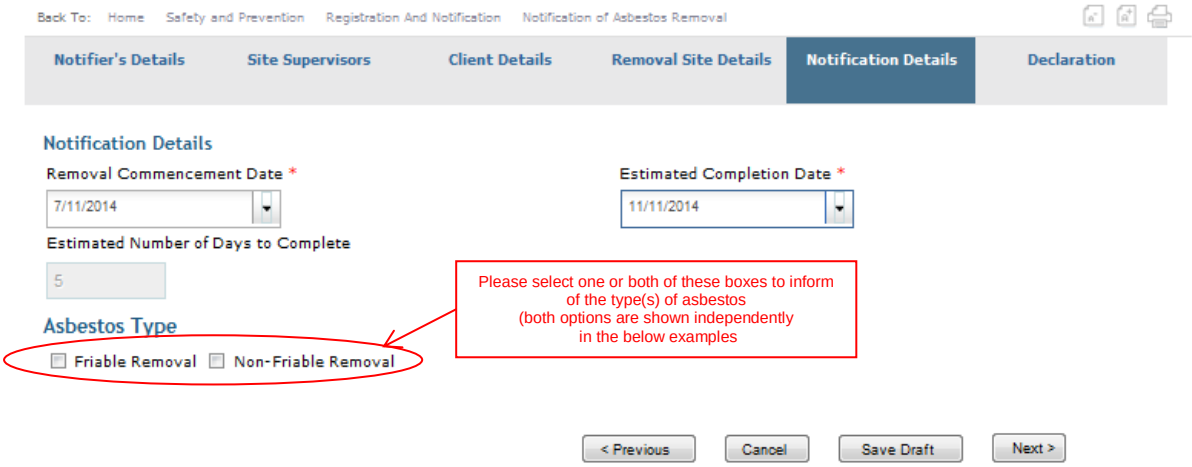

Notification Details
Removal Commencement Date *
31/10/2014
Estimated Completion Date *
5/11/2014
Estimated Number of Days to Complete
6
Your removal commencement date confirms that less than the required 5 days notice has been provided.
Is this notification within 24 hours of an "Unexpected Situation"? *
Yes
No
Further information can be provided in this free text field.
Please provide details of Unexpected Situation *
Please select one
Other details of Unexpected Situation
Asbestos Type
Friable Removal
Non-Friable Removal
Once a selection has been made in the above field, you will then be able to progress to the next stage – refer page 10 for further guidance
Using the drop down menu, please select one of the displayed options
< Previous
Cancel
Save Draft
Next >

Where the “No” option is selected, one of the 2 examples below will be shown, depending upon your further selection.


Notification Details
Removal Commencement Date *
31/10/2014
Estimated Completion Date *
5/11/2014
Estimated Number of Days to Complete
6
Your removal commencement date confirms that less than the required 5 days notice has been provided.
Is this notification within 24 hours of an "Unexpected Situation"? *
Yes
No
Is the notification at least 24 hours before commencing removal of a total area of 10 sq metres or less of non-friable asbestos containing material that is fixed or installed in a building, structure, ship or plant? *
Yes
No
You will again be prompted to select Yes or No
The Notification of Asbestos Removal failed to meet the required regulated timeframes. In order to continue notifying VWA, please alter the Removal Commencement date, or alternatively cancel this notification.
If the “No” option is selected, you will be unable to progress past this point as this notification has failed to meet the regulated timeframes, as indicated in this on screen message
< Previous
Cancel
Save Draft
Next >

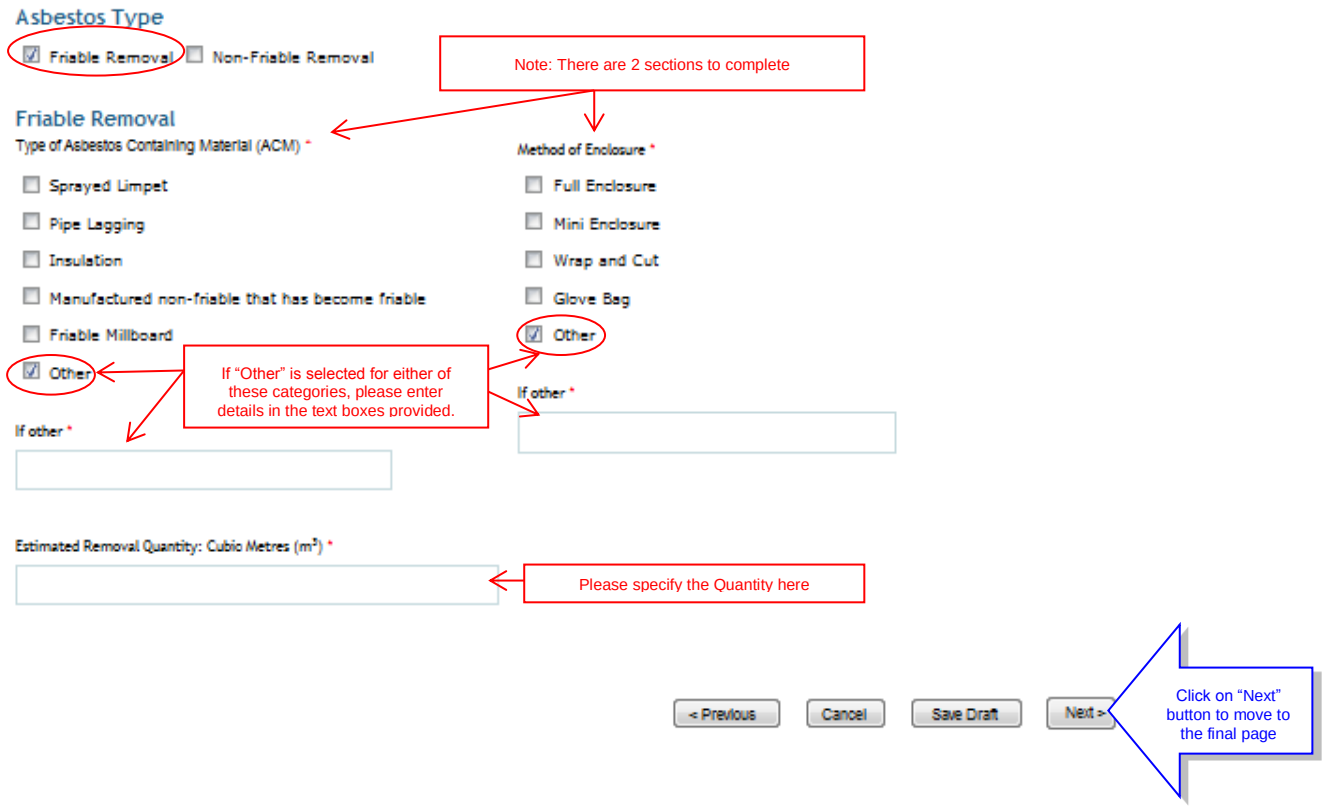

Notification Details
Removal Commencement Date *
31/10/2014
Estimated Completion Date *
5/11/2014
Estimated Number of Days to Complete
6
Your removal commencement date confirms that less than the required 5 days notice has been provided.
Is this notification within 24 hours of an "Unexpected Situation"? *
Yes
No
Is the notification at least 24 hours before commencing removal of a total area of 10 sq metres or less of non-friable asbestos containing material that is fixed or installed in a building, structure, ship or plant? *
Yes
No
Where a “Yes” selection has been made, you will be able to progress to the next stage
Asbestos Type
Friable Removal
Non-Friable Removal

Where the notification date **<u>has</u>** provided the VWA **with at least 5 days' notice** prior to the commencement of the removal work, the following will be shown (also shows the next steps from the previous page).


Back To: Home Safety and Prevention Registration And Notification Notification of Asbestos Removal
Notifier's Details
Site Supervisors
Client Details
Removal Site Details
Notification Details
Declaration
Notification Details
Removal Commencement Date *
7/11/2014
Estimated Completion Date *
11/11/2014
Estimated Number of Days to Complete
5
Please select one or both of these boxes to inform of the type(s) of asbestos (both options are shown independently in the below examples
Asbestos Type
Friable Removal
Non-Friable Removal
< Previous
Cancel
Save Draft
Next >

To Note: The "Asbestos Type" shown above may be limited to only one option (e.g. Non-Friable). The options available are systemically determined based on your company's licence removal class and also considers any licence restrictions.

Example of where only the "Friable" check box has been selected – please provide as much detail as possible within the available fields.

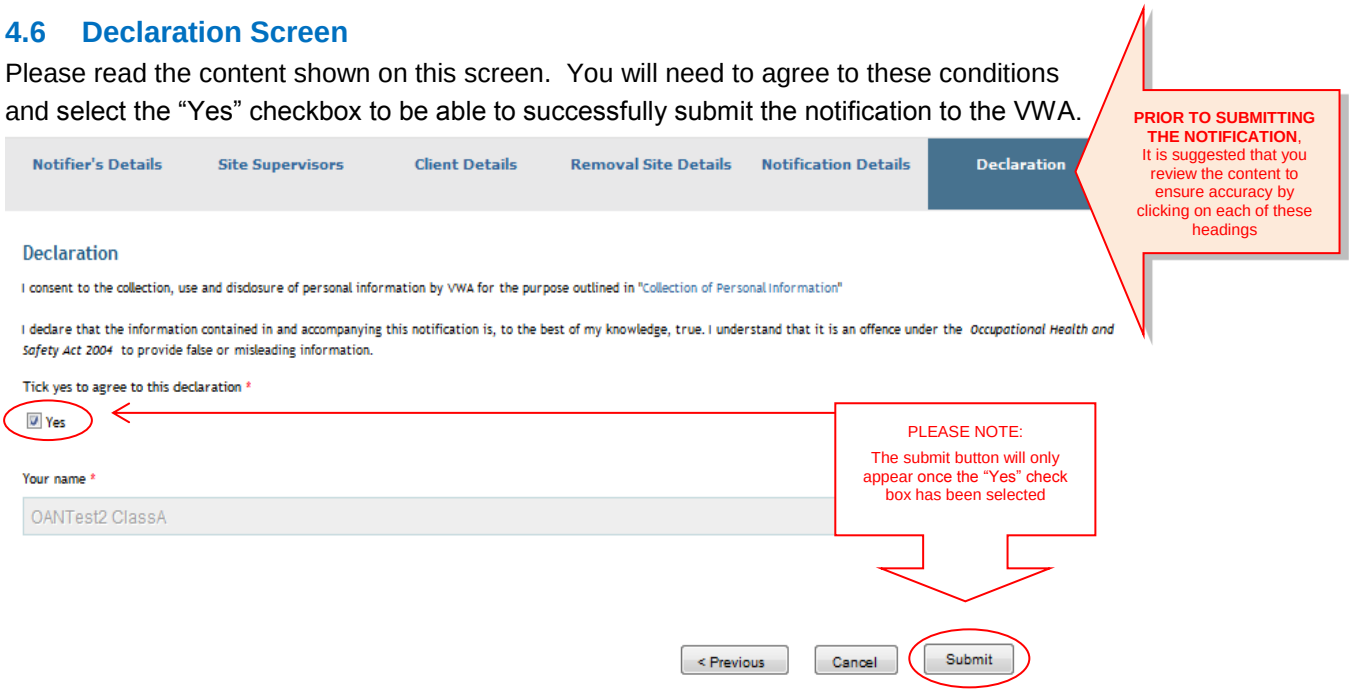

Asbestos Type
Friable Removal
Non-Friable Removal
Note: There are 2 sections to complete
Friable Removal
Type of Asbestos Containing Material (ACM) *
Sprayed Limpet
Pipe Lagging
Insulation
Manufactured non-friable that has become friable
Friable Millboard
Other
If other *
If "Other" is selected for either of these categories, please enter details in the text boxes provided.
Method of Enclosure *
Full Enclosure
Mini Enclosure
Wrap and Cut
Glove Bag
Other
If other *
Estimated Removal Quantity: Cubic Metres (m³) *
Please specify the Quantity here
< Previous
Cancel
Save Draft
Next >
Click on "Next" button to move to the final page

Below is a screen example of where only “Non-Friable” has been selected

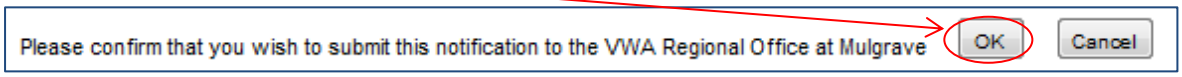
To Note: If the removal work includes both Friable and Non-Friable asbestos, both of these sections will need to be completed (Friable is shown first on the screen followed by the Non-Friable section).

4.6 Declaration Screen

Please read the content shown on this screen. You will need to agree to these conditions and select the “Yes” checkbox to be able to successfully submit the notification to the VWA.


Notifier's Details
Site Supervisors
Client Details
Removal Site Details
Notification Details
Declaration
PRIOR TO SUBMITTING THE NOTIFICATION, It is suggested that you review the content to ensure accuracy by clicking on each of these headings
Declaration
I consent to the collection, use and disclosure of personal information by VWA for the purpose outlined in "Collection of Personal Information"
I declare that the information contained in and accompanying this notification is, to the best of my knowledge, true. I understand that it is an offence under the Occupational Health and Safety Act 2004 to provide false or misleading information.
Tick yes to agree to this declaration *
Yes
PLEASE NOTE: The submit button will only appear once the “Yes” check box has been selected
Your name *
OANTest2 ClassA
< Previous
Cancel
Submit

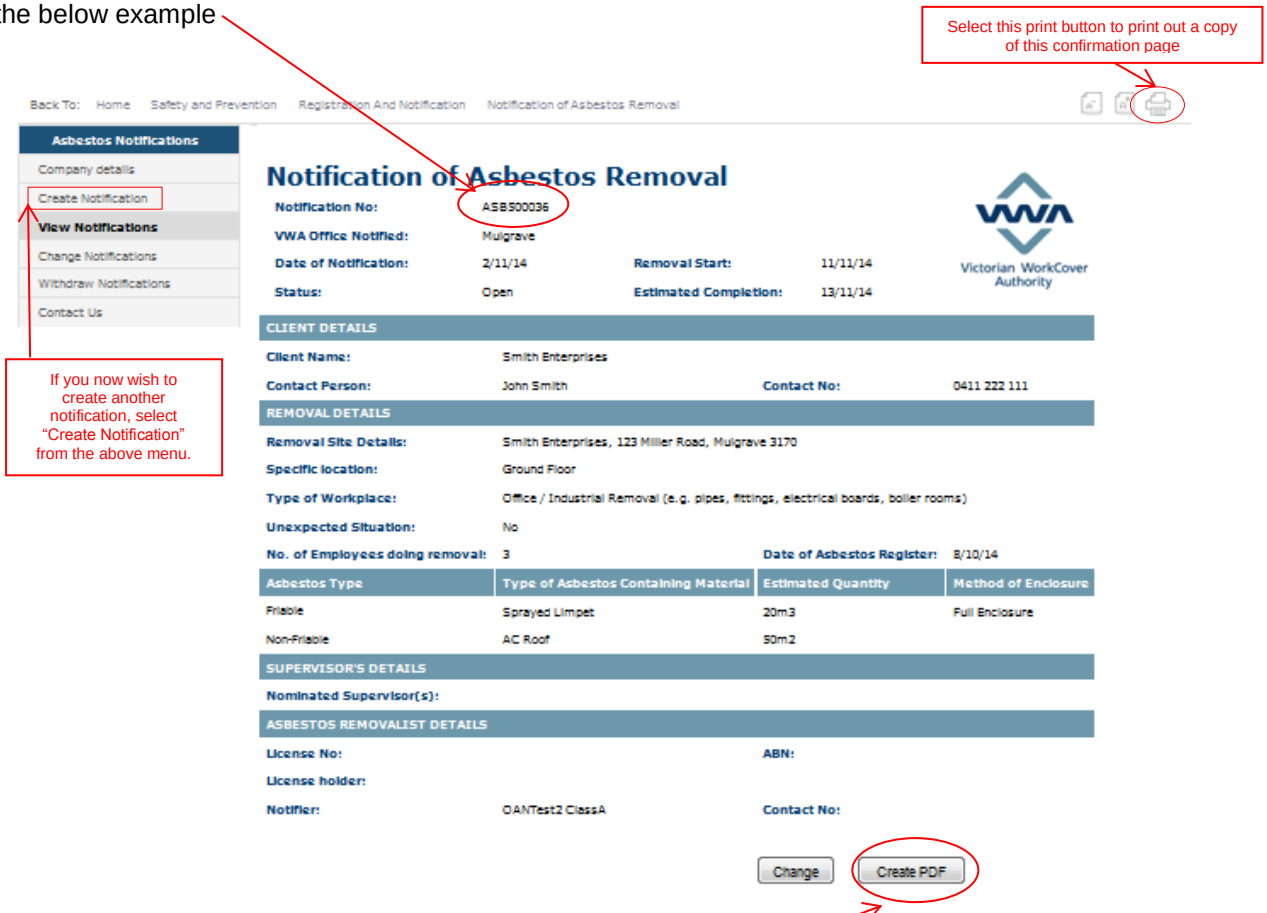
Once “Submit” has been selected, you will then be prompted with the below message. Please select “Ok” to submit the notification.



Note: If all mandatory fields have not been satisfactorily completed, you will receive a prompt and will be unable to submit the notification. The prompt message will detail where the information is lacking and also highlight the relevant screens you need to return to.

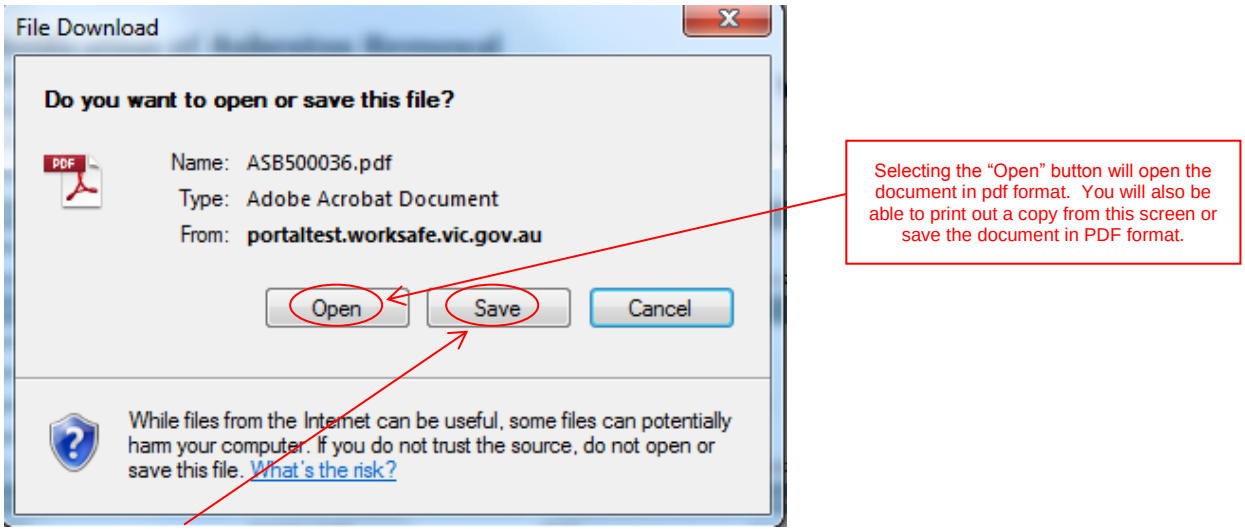
4.7 Notification Confirmation

Once the notification has been submitted, a confirmation page will appear on the screen indiciating the submission was successful. This confirmation contains a unique reference number as shown in the below example



5 Creating a Notification PDF file

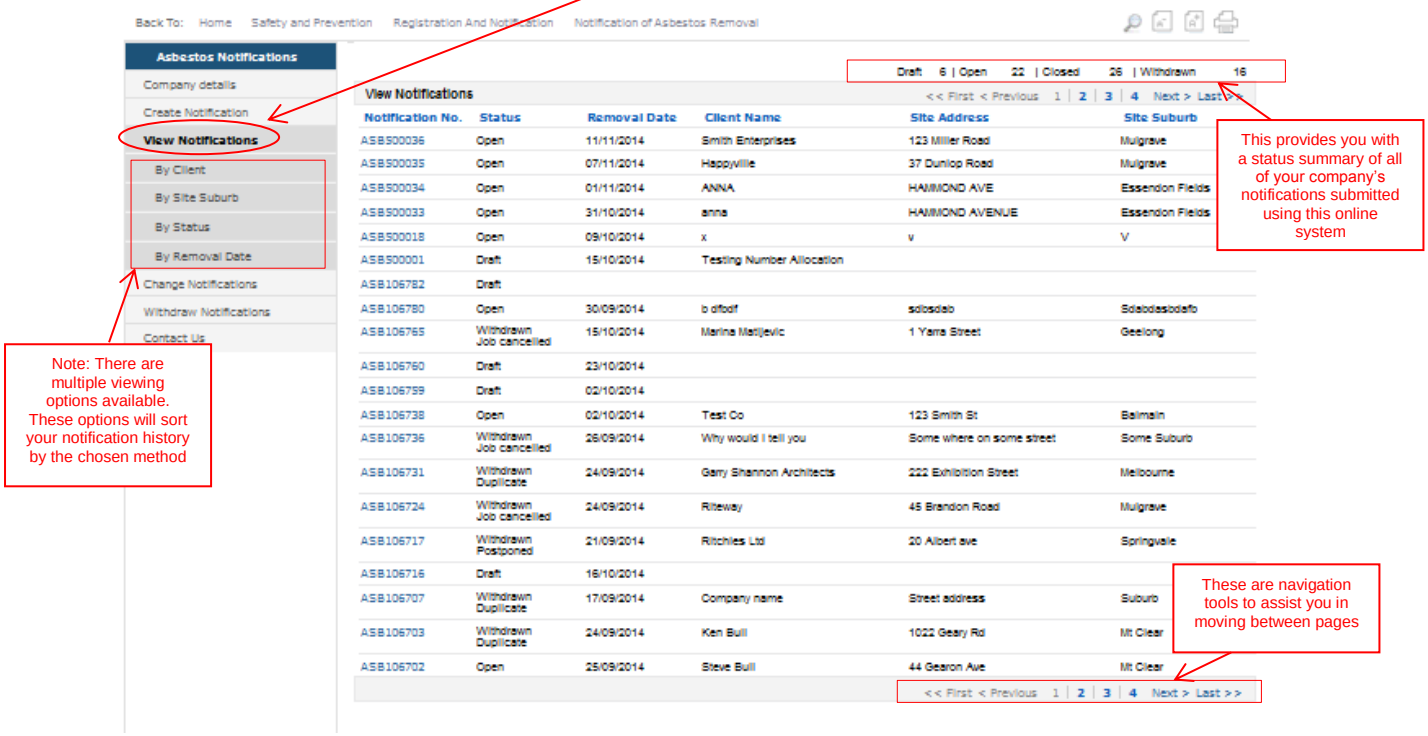
To create a PDF file, click on the "Create PDF" button on the confirmation page. This function can be used to save and store a copy of the notification on your computer's drive for your records or to email a copy through to your clients. Upon clicking this button, the below window will appear on your screen.


File Download
Do you want to open or save this file?
Name: ASB500036.pdf
Type: Adobe Acrobat Document
From: portaltest.worksafe.vic.gov.au
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
Selecting the "Open" button will open the document in pdf format. You will also be able to print out a copy from this screen or save the document in PDF format.

Select the "Save" button to save the file onto your computer drive. This file can then be attached to an email to send an electronic copy of the confirmation page through to your client(s).

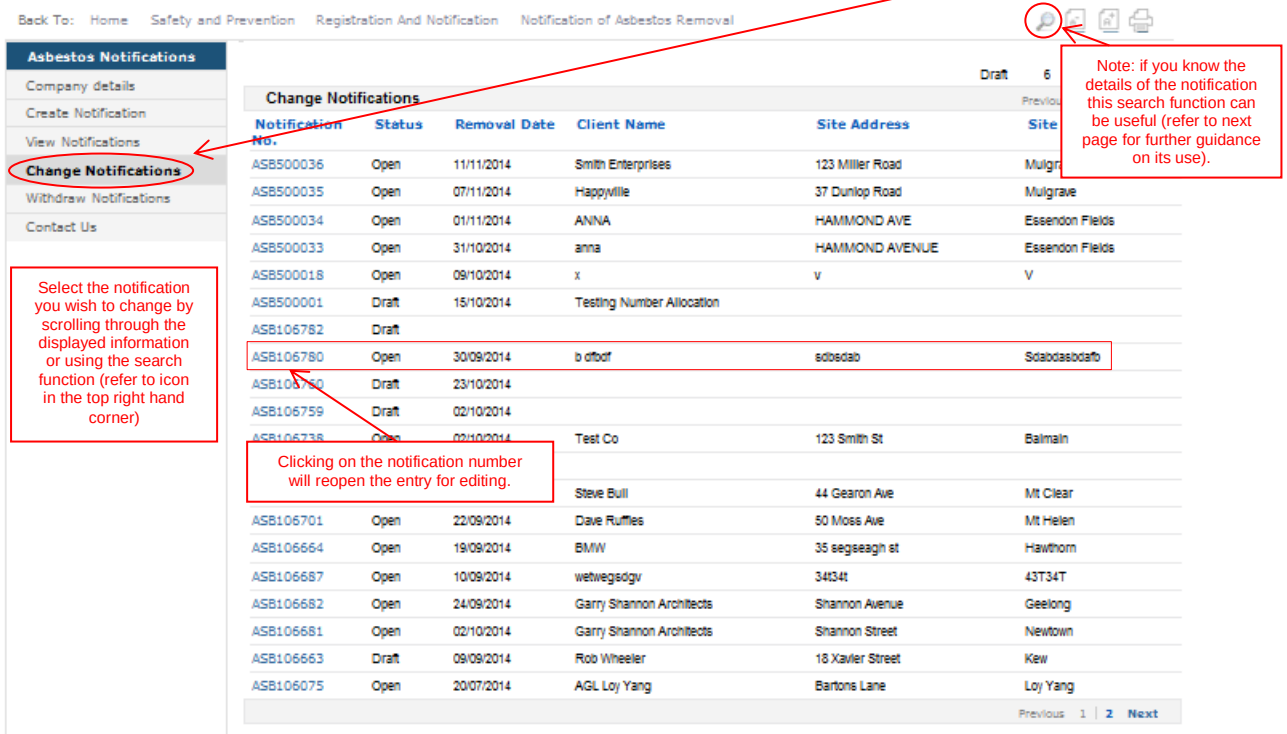
6 Viewing Notifications History

This enhanced online system has the ability to view all notifications submitted to the VWA by your company. To access this function, click on the "View Notification" tab on the menu provided on the left hand side of the screen.


Asbestos Notifications
Company details
Create Notification
View Notifications
By Client
By Site Suburb
By Status
By Removal Date
Change Notifications
Withdraw Notifications
Contact Us
View Notifications
Draft 6 | Open 22 | Closed 26 | Withdrawn 16
Notification No. Status Removal Date Client Name Site Address Site Suburb
This provides you with a status summary of all of your company's notifications submitted using this online system
Note: There are multiple viewing options available. These options will sort your notification history by the chosen method
These are navigation tools to assist you in moving between pages

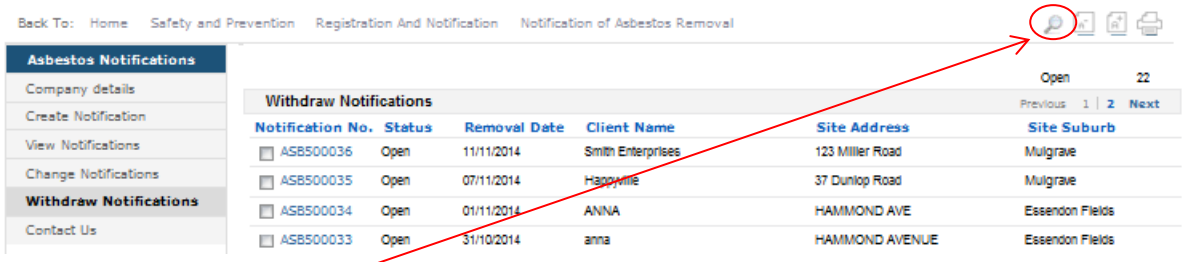
7 Making Changes to Submitted Notifications

The enhanced online system also now enables editing of submitted notifications to inform of changes e.g. change in the removal commencement or completion date etc. Click on the "Change Notification" tab on the left hand navigation menu.

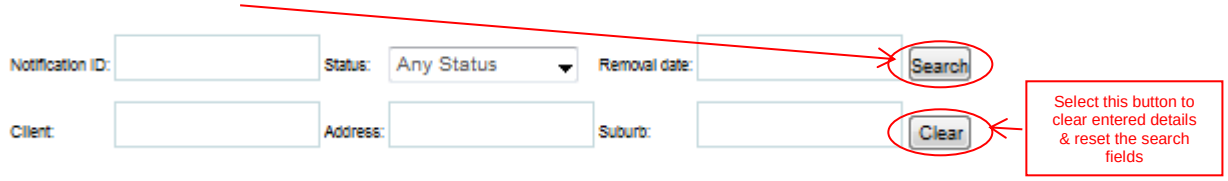

Asbestos Notifications
Company details
Create Notification
View Notifications
Change Notifications
Withdraw Notifications
Contact Us
Change Notifications
Notification No. Status Removal Date Client Name Site Address Site
Note: if you know the details of the notification this search function can be useful (refer to next page for further guidance on its use).
Select the notification you wish to change by scrolling through the displayed information or using the search function (refer to icon in the top right hand corner)
Clicking on the notification number will reopen the entry for editing.

8 Searching for Notifications

A search function is available on the “View Notifications”, “Change Notifications” or “Withdraw Notification” screens. This has been provided to assist you in locating previously submitted or draft notifications.

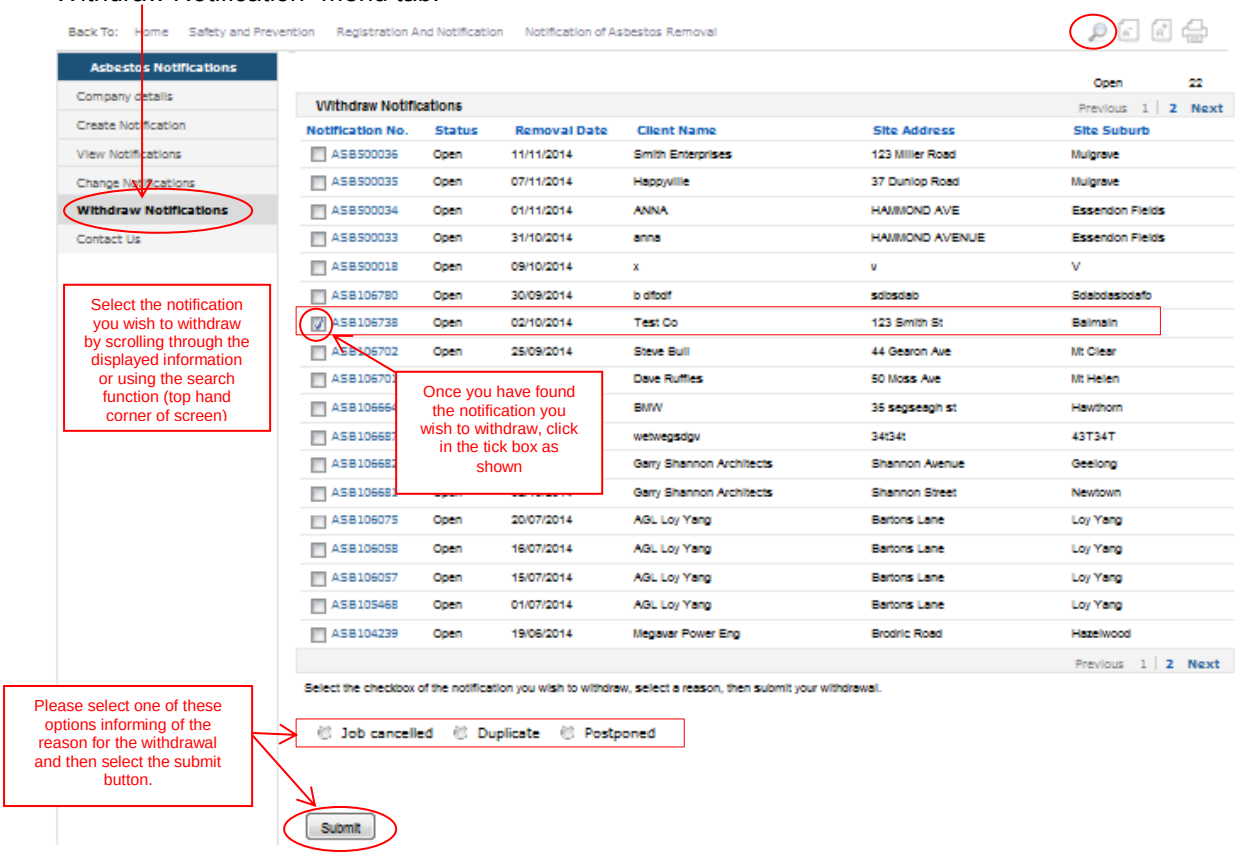

Back To: Home Safety and Prevention Registration And Notification Notification of Asbestos Removal
Asbestos Notifications
Company details
Create Notification
View Notifications
Change Notifications
Withdraw Notifications
Contact Us
Withdraw Notifications
Open 22
Previous 1 2 Next
Notification No. Status Removal Date Client Name Site Address Site Suburb
ASB500036 Open 11/11/2014 Smith Enterprises 123 Miller Road Mulgrave
ASB500035 Open 07/11/2014 Happyville 37 Dunlop Road Mulgrave
ASB500034 Open 01/11/2014 ANNA HAMMOND AVE Essendon Fields
ASB500033 Open 31/10/2014 anna HAMMOND AVENUE Essendon Fields

Upon clicking on the “search” button, you will be presented with the following search options. To locate the notification you are looking for, please enter the relevant details into the below boxes and then click on the “search” button.



9 Withdrawing Notifications

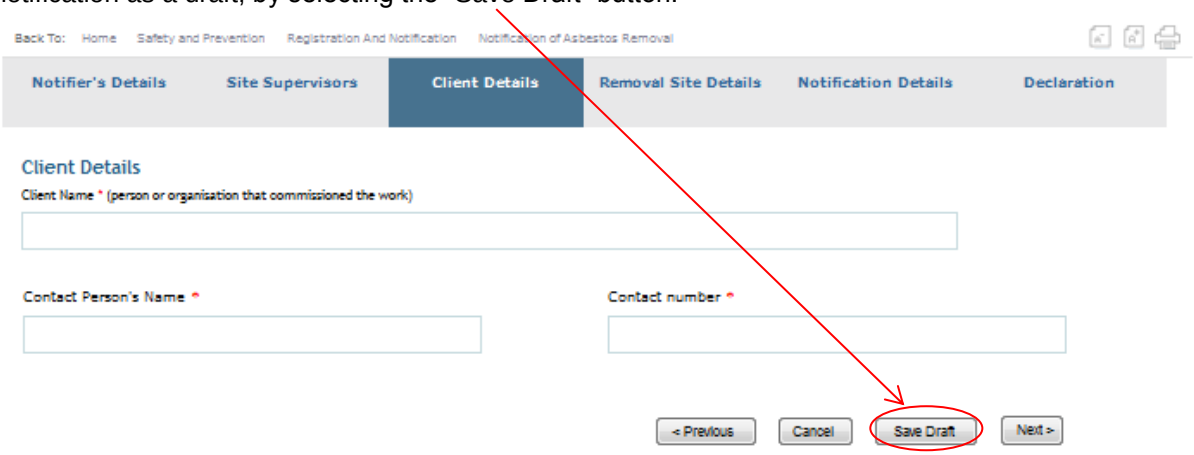
The new notification system has a built in function to allow you to advise of job cancellations by withdrawing previously submitted notifications. To access this function, you will need to click on the “Withdraw Notification” menu tab.


Withdraw Notifications
Select the notification you wish to withdraw by scrolling through the displayed information or using the search function (top hand corner of screen)
Once you have found the notification you wish to withdraw, click in the tick box as shown
Please select one of these options informing of the reason for the withdrawal and then select the submit button.
Job cancelled
Duplicate
Postponed
Submit

You will then be prompted to confirm that you wish to withdraw the chosen notification as shown.

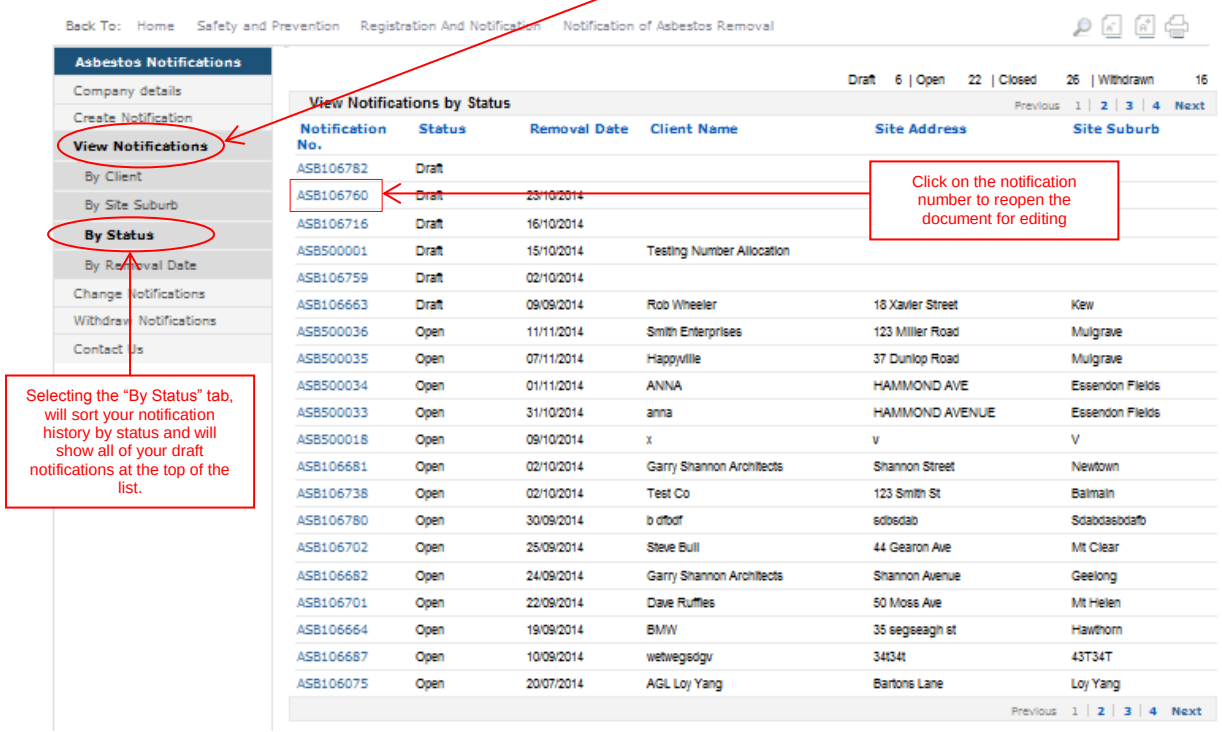
10 Saving a Notification as a "Draft"

At any point, while entering a new notification into the system, you now have the option to save the notification as a draft, by selecting the "Save Draft" button.


Back To: Home Safety and Prevention Registration And Notification Notification of Asbestos Removal
Notifier's Details
Site Supervisors
Client Details
Removal Site Details
Notification Details
Declaration
Client Details
Client Name * (person or organisation that commissioned the work)
Contact Person's Name *
Contact number *
< Previous
Cancel
Save Draft
Next >

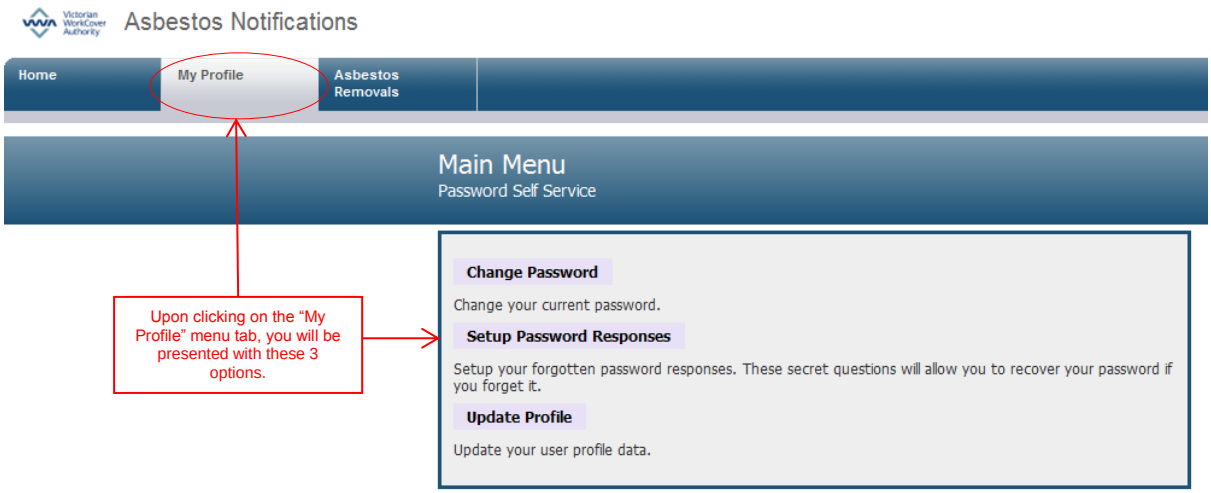
This function will be useful if further information or clarification of details is required before the notification can be finalised and submitted to the VWA.

To locate and reopen a "draft" notification, use the "View Notifications" tab found on the navigation menu.


Back To: Home Safety and Prevention Registration And Notification Notification of Asbestos Removal
Asbestos Notifications
Company details
Create Notification
View Notifications
By Client
By Site Suburb
By Status
By Removal Date
Change Notifications
Withdraw Notifications
Contact Us
Draft 6 | Open 22 | Closed 26 | Withdrawn 16
View Notifications by Status
Previous 1 | 2 | 3 | 4 Next
Notification No. | Status | Removal Date | Client Name | Site Address | Site Suburb
ASB106782 Draft
ASB106760 Draft 23/10/2014
ASB106716 Draft 16/10/2014
ASB500001 Draft 15/10/2014 Testing Number Allocation
ASB106759 Draft 02/10/2014
ASB106663 Draft 09/09/2014 Rob Wheeler 18 Xavier Street Kew
ASB500036 Open 11/11/2014 Smith Enterprises 123 Miller Road Mulgrave
ASB500035 Open 07/11/2014 Happyville 37 Dunlop Road Mulgrave
ASB500034 Open 01/11/2014 ANNA HAMMOND AVE Essendon Fields
ASB500033 Open 31/10/2014 anna HAMMOND AVENUE Essendon Fields
ASB500018 Open 09/10/2014 x v V
ASB106681 Open 02/10/2014 Garry Shannon Architects Shannon Street Newtown
ASB106738 Open 02/10/2014 Test Co 123 Smith St Balmain
ASB106780 Open 30/09/2014 b dfbdf sdbsdab Sdabdasbdafb
ASB106702 Open 25/09/2014 Steve Bull 44 Gearon Ave Mt Clear
ASB106682 Open 24/09/2014 Garry Shannon Architects Shannon Avenue Geelong
ASB106701 Open 22/09/2014 Dave Ruffles 50 Moss Ave Mt Helen
ASB106664 Open 19/09/2014 BMW 35 segseagh st Hawthorn
ASB106687 Open 10/09/2014 wetwegsdgv 34t34t 43T34T
ASB106075 Open 20/07/2014 AGL Loy Yang Bartons Lane Loy Yang
Previous 1 | 2 | 3 | 4 Next
Click on the notification number to reopen the document for editing
Selecting the "By Status" tab, will sort your notification history by status and will show all of your draft notifications at the top of the list.

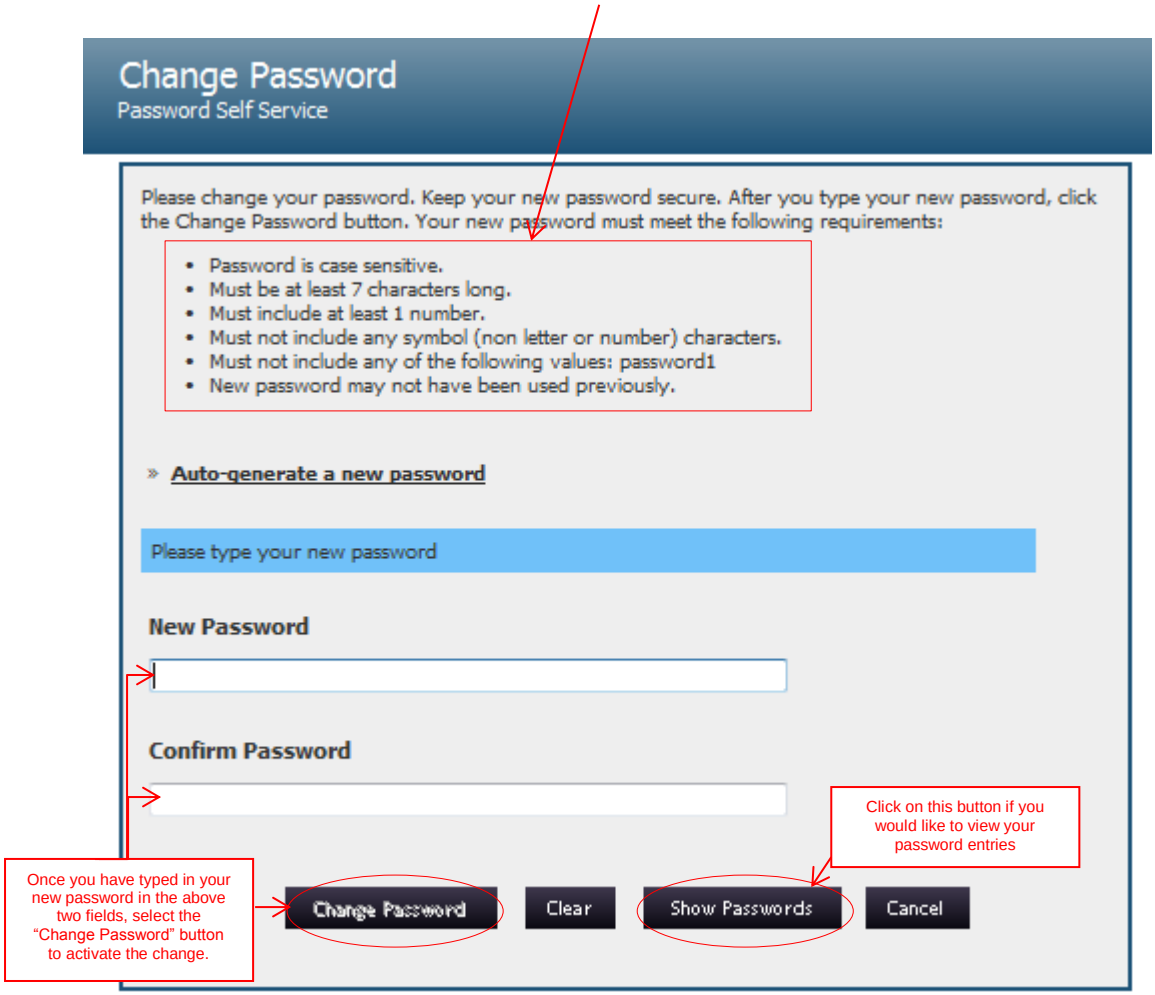
11 My Profile – Menu Options

This is a self-service area that has been created to provide you with the ability to change your password, establish a series of password prompt questions and also has an option for updating your online profile details.


Asbestos Notifications
Home
My Profile
Asbestos Removals
Main Menu
Password Self Service
Upon clicking on the "My Profile" menu tab, you will be presented with these 3 options.
Change Password
Change your current password.
Setup Password Responses
Setup your forgotten password responses. These secret questions will allow you to recover your password if you forget it.
Update Profile
Update your user profile data.

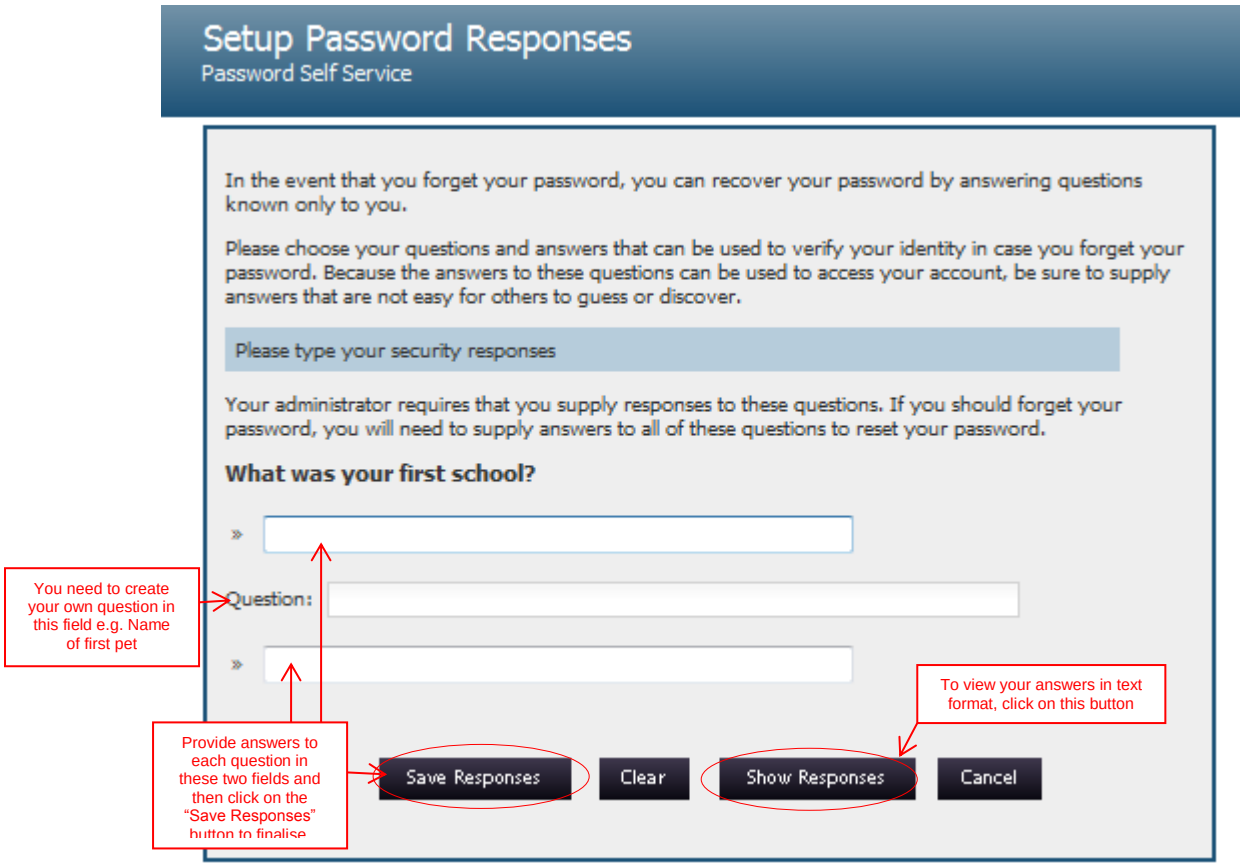
11.1 Changing Your Password

If you wish to change your password, you will need to select the "Change Password" option from the My Profile main menu. Once done, you will be presented with the below screen. When selecting a new password, please ensure the minimum requirements, as outlined, are achieved.


Change Password
Password Self Service
Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. Your new password must meet the following requirements:
Password is case sensitive.
Must be at least 7 characters long.
Must include at least 1 number.
Must not include any symbol (non letter or number) characters.
Must not include any of the following values: password1
New password may not have been used previously.
Auto-generate a new password
Please type your new password
New Password
Confirm Password
Click on this button if you would like to view your password entries
Once you have typed in your new password in the above two fields, select the "Change Password" button to activate the change.
Change Password
Clear
Show Passwords
Cancel

11.2 Setting Password Prompt Questions

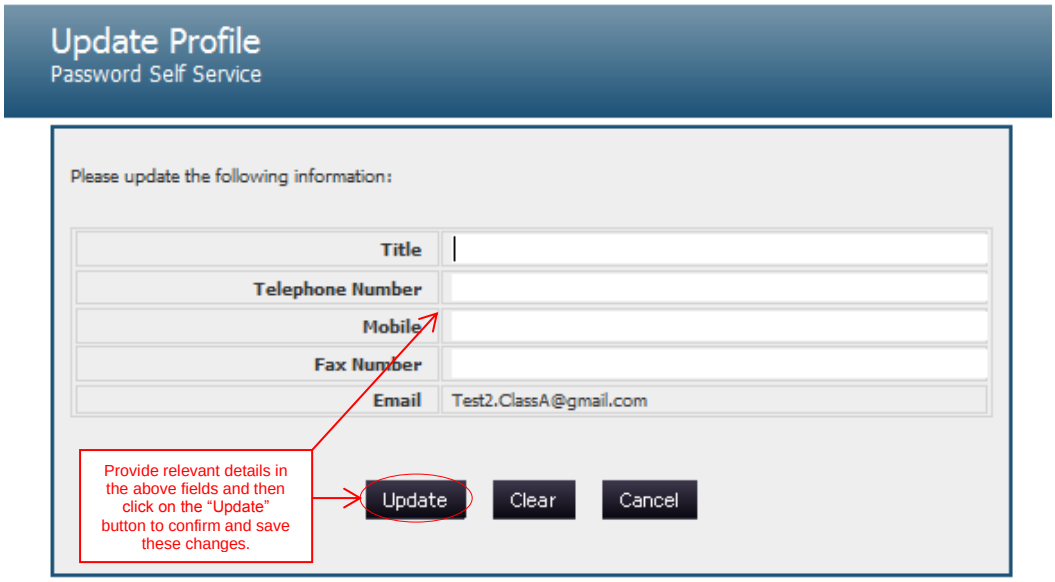
The system allows you to establish some basis questions you will be prompted with in the event you have forgotten you password. Please refer to the below comments boxes for further guidance.


Setup Password Responses
Password Self Service
In the event that you forget your password, you can recover your password by answering questions known only to you.
Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.
Please type your security responses
Your administrator requires that you supply responses to these questions. If you should forget your password, you will need to supply answers to all of these questions to reset your password.
What was your first school?
Question:
Save Responses
Clear
Show Responses
Cancel
You need to create your own question in this field e.g. Name of first pet
Provide answers to each question in these two fields and then click on the "Save Responses" button to finalise
To view your answers in text format, click on this button

Successfully answering these questions will grant you access to the online notification system. You will then be able change your password to something easier to remember.

11.3 Updating Your Profile Details

Upon selecting the "Update Profile" button from the My Profile menu, you will be presented with the window. Please enter the details you wish to update on the online system, e.g. a change to your email address, phone number etc.



Note: Confirmation message windows will be displayed to verify your required changes/updates have been successfully saved or created for all of the above 3 "My Profile" functions.

12 VWA Contacts

If you have any questions about **using the updated online notification system**, please contact the Administration Officers at your local VWA office.

VWA Regional Office Contact Details

Ballarat
8C 333 Gillies St
Wendouree VIC 3355
Phone: (03) 5338 4444
Fax: (03) 5338 4499
Email: nar_ballarat@vwa.vic.gov.au

Bendigo
104 Queen Street
Phone: (03) 5443 8866
Fax: (03) 5441 3997
Email: nar_bendigo@vwa.vic.gov.au

Dandenong
Level 5, 76 Thomas Street (Arkana building)
Phone: (03) 8792 9000
Fax: (03) 8792 9011
Email: nar_dandenong@vwa.vic.gov.au

Essendon Fields (incl. Melb Metro)
171-191 Hammond Avenue (Cnr English Street)
Essendon Fields 3041 (Melway Ref: 16 B8)
Phone: (03) 9223 6888
Fax: (03) 9223 6801
Email: nar_essendonfields@vwa.vic.gov.au

Geelong
Level 1, 1 Yarra Street (Cnr Brougham & Yarra St)
Phone: (03) 5226 1200
Fax: (03) 5221 7861
Email: nar_geelong@vwa.vic.gov.au

Mildura
76 Lemon Avenue
Phone: (03) 5021 4001
Fax: (03) 5021 4047
Email: nar_mildura@vwa.vic.gov.au

Mulgrave
Ground Floor
37 Dunlop Road
Phone: (03) 9565 9444
Fax: (03) 9565 9400
Email: nar_mulgrave@vwa.vic.gov.au

Shepparton
148 - 150 Welsford Street
Phone: (03) 5831 8260
Fax: (03) 5831 1508
Email: nar_shepparton@vwa.vic.gov.au

Traralgon
Suites 1 & 2, 6 - 8 Grey Street
Phone: (03) 5174 8900
Fax: (03) 5174 9086
Email: nar_traralgon@vwa.vic.gov.au

Wangaratta
24 Reid Street
Phone: (03) 5721 8588
Fax: (03) 5721 2740
Email: nar_wangaratta@vwa.vic.gov.au

Warrnambool
76 Henna St
Phone (03) 5564 3200
Fax (03) 5564 3210
Email: nar_warrnambool@vwa.vic.gov.au

Major Hazards Unit
Level 26, 222 Exhibition Street
Melbourne VIC 3000
Phone (03) 9641 1555
Fax (03) 9641 1201
Email: nar_majorhazards@vwa.vic.gov.au

For **technical enquires relating to asbestos removal work**, please contact the VWA Advisory Service on Ph: 1800 136 089 or info@vwa.vic.gov.au

For changes to your **asbestos removal licence**, please contact the VWA's Licensing Branch on Ph: 1300 852 562

13 Online system - Login Request Application Form

Online Notification of Asbestos Removal – Login Request

Your employees will need a secure login to access the Notification of Asbestos Removal online form.
Please provide their details below and send to the VWA

First name	Surname	Email address	Phone number	Company name	Asbestos Removal Licence Number